

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
**CONNECTICUT CAREERS TRAINEE  
(SOCIAL SERVICES INVESTIGATOR-CHILD SUPPORT)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

The Department of Social Services (DSS) is seeking college graduates who have a strong desire to work in the challenging field of child support investigations. The work environment is rigorous, technical, complex, and fast paced and demands teamwork, reliability, accuracy and precise attention to detail. These positions are based at various DSS offices, reporting to a Social Services Investigations Supervisor or Lead Investigator. Travel on a regular basis to DSS sub-offices, state courts, and state communities as well as to other administrative state agencies is required.

**Open To:** **The Public and State Employees - Applicants must currently have a Bachelor's degree or above to be considered for these opportunities.**

**Location:** **Various DSS offices throughout the State of Connecticut.**

**Job Posting No:** **CCTINV**

**Bargaining Unit:** **Social and Human Services (P-2)**

**Schedule:** **Monday – Friday: 8:00 am – 4:30 pm**

**Starting Salary:** **Bachelor's Degree: SH15 Step 1 \$41,728 Annually**  
**Master's Degree: SH15 Step 2 \$43,237 Annually**  
**Target Classification (after one year served as CCT from date of hire):**  
**Social Services Investigator (SH 20): \$53,194 Annually**

**Closing Date:** **Friday, March 14, 2014**

**Essential Responsibilities Include:**

The CCT's progress will be continuously evaluated during the yearlong training period. Trainees must demonstrate that they have successfully completed all areas of instruction and acquired the necessary knowledge and skills to advance to the Social Services Investigator target classification. While not an exhaustive list, critical skills which must be mastered include:

- ✓ Productive investigatory methods and techniques;
- ✓ Understanding of the steps necessary to secure acknowledgements of paternity;
- ✓ Effective negotiation, interview and writing skills;
- ✓ A sound understanding of the court procedures and legal process and ability to provide testimony to the court and at Hearings;
- ✓ Ability to accurately and thoroughly prepare and present court orders and legal documents including arrest warrant applications, liens, mortgages, property transfers, probate actions, summaries, and support petitions;
- ✓ Able to analyze, interpret, apply, and explain legal and policy requirements and procedures to clients, non-custodial parents, the general public and others (in writing and verbally);
- ✓ Ability to determine the value of real and personal property
- ✓ Determines, reviews, recovers or modifies amount of support to be paid
- ✓ Ability to use various agency specific computer databases and systems

**Qualifications for CCT (target class of Social Services Investigator):**

Applicants must currently have a Bachelor's degree or above to qualify. A degree in criminal justice or related field is preferred.

Applicants must demonstrate that they have the ability to acquire the knowledge and skills to become an Investigator; are able to understand, evaluate and solve problems by exercising good judgment and reasoning; and demonstrate the ability to read, analyze, interpret and understand written material.

Successful applicants must be self-starters who have effective oral and written communication skills, have excellent time management skills with a high degree of adaptability/flexibility; are able to handle sensitive situations with diplomacy and can demonstrate the ability to build strong working relationships with child support agencies, judiciary and legal representatives, third party providers, and DSS staff.

Proficiency in the use of Microsoft Office products including Office, Excel, Access, and PowerPoint is preferred. An understanding of basic mathematical computations is necessary and will be used on a daily basis.

**Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.**

**Application Instructions:**

If this opportunity interests you and you meet the qualifications noted above, please complete and submit a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION). Along with your completed CT-HR-12 application form please also submit a resume and cover letter, and a copy of your degree or certified transcript as well as three (3) letters of professional references from current and/or previous supervisors. State employees must submit all of the aforementioned documents but in lieu of the three (3) letters of professional references should instead submit copies of their two (2) most recent service ratings. Please be sure to specify the job posting number on all application materials and **MAIL** your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY, MARCH 14, 2014**

**Incomplete or late applications will not be considered.**

**Please note that due to the large number of applications received, we are unable to field phone inquiries.**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**